



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

EXECUTIVE ASSISTANT

\$3,072 – \$3,734

LEGAL DIVISION OFFICE

SAN FRANCISCO

RESPONSIBILITIES:

Under the direction of the General Counsel and Deputy Chief Counsel, researches and gathers data for the Legal Office on confidential and sensitive executive, departmental or program-related issues; transcribes or edits dictation; independently reviews and edits correspondence and documents; independently drafts responses to letters and inquiries or redirects to appropriate staff; assists in the supervision of office clerical work; provides for or directs or coordinates other typing and secretarial support services for the Legal Office; schedules appointments; maintains the General Counsel's and Deputy Chief Counsel's working schedule and calendar; makes travel arrangements; maintains files; assists in planning office workload standards, staffing requirements and the budget; establishes necessary office procedures and operating systems; screens telephone calls and refers callers to the appropriate staff; and responds to inquiries regarding the status of projects or issues.

DESIRABLE QUALIFICATIONS:

- Outstanding computer skills; proficiency with MS Word for Windows and Access;
- Demonstrated ability to exercise a high degree of initiative and work independently;
- Excellent communication skills, both verbal and written;
- Ability to exercise sound judgment.

WHO MAY APPLY: Applications will be accepted from current State employees at the Executive Assistant level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. *All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Department of Insurance, Human Resources Management Branch, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "413-239-1728-xxx" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3411.

FINAL FILING DATE: **July 31, 2006.**

NOTE: **Interested individuals must submit their application by the final filing date in order to be considered for this position.**